



St. Bernard's Catholic Primary School (part of Mater Ecclesiae Catholic M.A.T.)

Teacher Job Description

Grade: Main pay scale

Responsible to: The Head Teacher

Job Purpose: To provide a high-quality educational experience for all children.

Duties of the role: The teacher is required to carry out the duties of a School Teacher as outlined in the Conditions of Employment other than Head Teachers in the School Teachers' Pay and Conditions Document 2010.

To continue to meet the required standards for QTS and Teachers.

Knowledge and understanding.

To maintain, promote and contribute to the Catholic ethos of the school and the development of the Catholic life of the school in accordance with the school's Mission Statement, aims and objectives.

To carry out responsibilities to promote and safeguard the welfare of all children according to the school's policies and procedures.

To be responsible for a class and plan for and work with Class Teaching Assistants.

To develop strong relationships with pupils that will encourage them to take full advantage of the learning opportunities provided and to maintain the highest standards of discipline conducive to good work and behaviour, within and outside the classroom.

Understand and know how national, local and school data can be used to set clear targets for pupils' achievement.

Planning.

To plan and prepare work for self and pupils in order that effective learning can take place ensuring commitment to the highest standards and expectations.

To be responsible for all marking, assessment and record keeping within their class as detailed in the school's Assessment, Reporting and Recording Policy.

To submit plans as necessary.

Teaching and Learning.

To be responsible for the smooth transition of pupils between classes, with regard to curriculum records, health information, pastoral information and other relevant information.

To create a stimulating classroom environment that supports the learning process and encourages pupils to fulfil their potential.

To co-operate with other members of staff in seeking to achieve the aims and objectives of the school.

To be aware of the needs of others, maintaining good communication and positive working relationships.

Create and maintain an environment and a code of behaviour in accordance with the school behaviour policy.

Be familiar with the SEN code of practice and identification, assessment and support of pupils with special educational needs.

Evaluate own teaching critically and engage in the performance management cycle in order to improve effectiveness.

To assist in the planning of a curriculum area(s) throughout the school.

Assessment, monitoring, record keeping and accountability.

To ensure that assessment, reporting and recording is appropriate, informative and in line with the school's Assessment, Reporting and Recording Policy.

Assess and record each pupil's progress systematically according to school policy and use this to inform future planning.

Mark and monitor class work and homework providing consistent feedback and set targets for future progress.

Provide reports on individual progress to the parents and Head Teacher as required.

To apply the principles of Assessment for Learning in the classroom.

Other professional requirements.

To assist in the development of strong links between school and home by meeting and co-operating with parents in both formal and informal situations.

To undertake personal and professional development such as attending relevant courses.

To undertake any other duties deemed reasonable by the Head Teacher